## WORKFORCE PROGRAMS GUIDE

## **DIVISION OF WORKFORCE SOLUTIONS**

## **TABLE OF CONTENTS**

PART 1.	ADMINISTRATION O	WORKFORCE F	PROGRAMS POLI	ICY AND PR	ROCEDURE MANUAL
---------	------------------	-------------	---------------	------------	-----------------

l.	Preface	2			
II.	Assurances and Certifications8				
III.	Fiscal Requirements				
IV.	Grants	86			
٧.	WDA Designations and Agreements				
	PART 2. WORKFORCE INVESTMENT ACT (WIA) PROGRAM GUIDE				
l.	General Requirements for the WIA Title I Program	3			
II.	Adult and Dislocated Worker Programs	70			
III.	Youth Programs				
IV.	DWE WIA-WIMS Users Guide (pending)				
	PART 3. WELFARE-TO-WORK (WtW) PROGRAM GUIDE				
l.	History and Background of WtW	3			
II.	WtW Participant Flow/Enrollment Initiation	10			
III.	Eligibility	17			
IV.	Case Processing	25			
٧.	WtW Services	34			
VI.	Special Considerations and Points of Emphasis	41			
VII.	Fiscal Management and Reporting	44			
VIII.	Monitoring and Oversight	52			
Appe	endixes	53			

## PART 4. WORKFORCE ATTACHMENT AND ADVANCEMENT (WAA) PROGRAM GUIDE

9	Sections		Page	
I.	Backgro	und of WAA Program	1	
II.	WAA Pro	2		
III.	Service	Delivery Structure and Local Planning	3	
IV.	Outreach and Participation			
٧.	Participant Eligibility and Application Process			
VI.	Program Service Guidelines			
VII.	l. Program Services			
VIII.	II. Employer Services			
IX.	Coordination with Other Programs		21	
X.	Data Collection		24	
XI.	Performance Standards		24	
XII.	I. Funding Allocations		25	
XIII.	II. Grants and Contracts		26	
XIV.	Fiscal M	lanagement	29	
Appe	endix A	Statutory Language	30	
Appe	endix B	TANF Guidance for Contracted Agencies	31	
Appe	endix C	Acronyms and Definitions	33	
Appe	endix D	Related Program Resources and Contacts	34	
		PART 5. MONITORING GUIDE		
I.	Administ	trative Monitoring Guide (applicable to WAA, WIA and WtW)	2	
II.	Workforce Investment Act (WIA) Monitoring Guide			
III.	Welfare	to Work (WtW) Monitoring Guide	64	
1\/	Workford	re Attachment and Advancement (MAA) Monitoring Guide	90	

